

ALLHALLOWS PARISH COUNCIL

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Wednesday 5th June 2013

Ref: C/2/2013

NOTICE OF ANNUAL PARISH COUNCIL MEETING

I hereby give notice that the Annual Parish Council Meeting will be held at Allhallows Village Hall, Stoke Road on Wednesday 12th June 2013 at 6:30pm. Members of the Council are hereby summoned to attend for the business set out in the agenda below. All residents of the Parish are welcome to attend.

Margot Sturt
Parish Clerk

AGENDA

- 1 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office
- 2 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office
- 3 To receive apologies for absence
- 4 To receive any Declarations of Pecuniary Interest (DPIs) from Members.
Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Medway Council Code of Conduct for Members and by the Localism Act 2011.
- 5 To consider any dispensation requests from member's with DPI's in relation to the agenda
- 6 To approve the minutes of the Parish Council meeting held on 10th April 2013
- 7 Matters arising from the minutes not on the Agenda
- 8 Update on action points from previous meetings
- 9 To consider councillor disqualification for failing to attend the minimum number of meetings during the last six months and not providing reasons for absence.
- 10 To review Committee Structures and to appoint members to serve on the under mentioned Committees:
 - (a) Planning
 - (b) Personnel
 - (c) Finance
- 11 To review the Committee terms of reference
- 12 To appoint members to represent the Council to outside bodies:
 - (a) Rural Liaison Sub-Committee
 - (b) KAPC Medway area Committee
 - (c) Police Liaison Committee
 - (d) Village Hall Management Committee
 - (e) Cross Park Association
 - (f) Allhallows Little Explorers
 - (g) Friends of All Saints Church
- 13 To agree other member responsibilities:
 - (a) Allotments
 - (b) Recreation Ground and Playpark
 - (c) Bourne Leisure liaison
 - (d) Allhallows Primary School
 - (e) Youth Club

- 14 To appoint to other posts:
 (a) Footpaths Officer
 (b) Editor Allhallows Life Magazine
- 15 Planning
 (a) Applications – none at date of agenda
 (b) Decisions – none at date of agenda
 (c) Appeals and other matters – none at date of agenda
 (d) Licensing Applications – none at date of agenda
- 16 Finance
 (a) To agree bank balances and monthly reconciliation
 (b) To note cheques signed since last meeting
 (c) To note the latest budget monitoring position
 (d) To review the Council's insurance policy and discuss/decide on alterations
 (e) To approve the accounts for payment
 (f) To note the internal auditors report 2012/13
 (g) To agree and adopt the accounts for 2012/13
 (h) To approve and sign the audit Annual Return statement of accounts 2012/13
 (i) To approve and sign the Annual Return governance statement 2012/13 and agree Council explanation for not completing 2012/13 risk assessment.
 (j) To approve the addendum to the Financial Regulations
 (k) To approve and adopt the Internal Control Policy document for the year ending March 2014
- 17 Highways and Transport
 (a) Public rights of way : Footpath officer's report
- 18 Management of the Council's Land and Property
 (a) Cross Park
 i. Quotation for repairs to road surface at entrance to park
 ii. Hiring agreement proposals for new forms
 iii. Notices required following premises licence
 iv. Cleaner equipment
 v. Update on grass cutting arrangements
 (b) Playpark
 i. Estimate for repairs following annual inspection
 ii. Estimate for erecting barriers in Playpark following annual inspection
 (c) Recreation ground
 i. To sign and witness the lease agreement with Medway Council
- 19 Caretakers
 (a) To consider the request for purchase of summer protective clothing
 (b) To consider training request following end of year appraisals
- 20 To consider price increase for webmaster services
- 21 Correspondence
- 22 To discuss and agree the dates and times of ordinary meetings of the Council and Committees for the ensuing year

SUSPENSION OF MEETING FOR PUBLIC SESSION

15 minute session: To receive questions and comments from the public. Matters raised may be placed on the agenda for the next or subsequent meetings

Close of meeting

Signed

Margot Sturt Parish Clerk